

CUBBINGTON PARISH COUNCIL

Clerk to the Council: Phone 07877 559825

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www.cubbingtonparishcouncil.gov.uk

16th May 2024

Dear Councillor

You are hereby summoned to attend the meeting of Cubbington Parish Council being held on 23rd May 2024 at 7:15pm, meeting to be held at the Village Hall. If you are unable to attend, please forward your apologies to the Clerk.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 5 below. The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

J Chatterton

Jane Chatterton CiLCA PSLCC

Clerk & RFO to the Parish Council

Members of the public and press are welcome to attend

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest:**
 - (a) Councillors are reminded of the need to keep their Register of Interests form up to date
 - (b) To declare any Disclosable Pecuniary Interests in agenda items and their nature
 - (c) To declare any Other Disclosable Interest in items on the agenda and their nature
 - (d) Written requests for the council to grant a dispensation (s33 of the Localism Act 2011) are to be lodged with the clerk in advance of the meeting
3. **Minutes of previous meeting:**

Recommendation: To approve minutes of the Parish Council Meeting held on 28th March 2024
4. **Matters Arising not listed on the agenda**
5. **Public participation:** To adjourn to allow public participation.

Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council. Please keep to two minutes or less to make your point. If you wish items to be on the agenda you may raise them with a Councillor or the Clerk at least a week before each meeting, or for the next agenda during Public Participation.
6. **Correspondence**

Recommendation: receive any correspondence

 - 6.1 **Road closure – Queens Street**
 - 6.2 **Trustees of the Thomas Sotherne Charity**

Recommendation: CPC to appoint 3 new Trustees to the Charity
7. **Chairman's Report**

Recommendation: receive and note the Chairman's Report
8. **Councillors Reports in brief**

Recommendation: Receive/note updates from:

 - Cllr Saul - Community services
 - Cllr Meggitt – Cliff Cleaver Pavilion
 - Cllr McCarthy – Youth Club update

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9. District and County Councillor Reports for information

Recommendation: Receive reports from: WDC and WCC Councillors

10. Highways

10.1 Review Outstanding Highways Issues

- Welcome to Cubbington Sign replacement - Kenilworth Road (Cllr S Boad)

10.2 VAS Sign Rugby Road

10.3 Rugby Road Crossing

10.4 Path – Rugby Road to Offchurch Lane

10.5 20 mph speed limits

10.6 Bus shelter in Queen Street

10.7 Bus stop sign Rugby Road

10.8 Bus service

Recommendation: discussion

11. Litter bins

Recommendation: discussion

12. Police

Recommendation: Receive any updates

13. Finance

13.1 payments PAID since the last meeting:- 2023-24

DATE	REF	DETAILS	EXPENDITURE
26.03.24	E183	En Plan – Man shed Planning Consultant	£675.00
31.03.24	E184	Service Charge Account 1	£25.35
31.03.24	E185	Service Charge Account 2	£18.00

2024-25

DATE	REF	DETAILS	EXPENDITURE
04.04.24	E1	J Chatterton Hobby Room Planning Permission	£124.00
04.04.24	E2	Mr G Willoughby Invoice 00067	£118.08
04.04.24	E3	Topsorce In 011149	£13.81*
04.04.24	E4	M I Hodges - repair to Pavilion ramp	£102.88*
04.04.24	E5	J Chatterton Youth Club DBS KH	£11.28*
10.04.24	E6	J Chatterton SLCC Membership Part payment	£110.00
10.04.24	E7	WALC annual subscription	£996.80*
10.04.24	E8	J Franks Maintenance Officer	£127.00
11.04.24	E9	J Chatterton Clerk Salary April	DPA
11.04.24	E10	HMRC Tax & NI Employer and Employee April	DPA
11.04.24	E11	WCC Pension April 2024	DPA
11.04.24	E12	Mr C Marrow - Accounts Check travel expenses	£11.70
18.04.24	E13	Pixel Studio - YW Badges EMc Claire & KH	£50.36*
18.04.24	E14	Pavilion - Book Club 3 months room hire (grant)	£72.00
18.04.24	E15	Zurich Insurance	£2,256.05
22.04.24	E16	J Chatterton Clerk Expenses April	£102.83
23.04.24	E17	Pixel Studio - YW Badges MK Lucy LW Jason	£83.94*
24.04.24	E18	SLCC QL205172-4 PART training JLC	£28.80*
24.04.24	E19	Metcalfe Timber - Inv 936620	£18.00*
01.05.24	E20	J Chatterton Youth Club DBS MW & LW & JH	£33.84*
01.05.24	E21	SSE Bus Shelter light	£16.29
01.05.24	E22	Mrs Louise Best - Internal Audit	£300.00

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01.05.24	E23	Pixel Studio - YW Badges MW	£16.79*
07.05.24	E24	J Franks Maintenance Officer	£426.10*
07.05.24	E25	Topsource Inv 000747	£13.81*
07.05.24	E26	DS Wagstaff Inv 4935	£795.00
07.05.24	E27	I Hodges Goal post matting	£122.43*
07.05.24	E28	Mr Willoughby Invoice 00068	£80.00
07.04.24	E29	J Chatterton Wordpress	£19.20*
10.05.24	E30	Defenda Newsletter distribution	£264.00

**including VAT*

13.2 Bank Reconciliation 31st March 2024

Recommendation: receive and approve the Bank Reconciliation 31st March 2024

13.3 Quarterly Report 31st March 2024

Recommendation: receive and approve

13.4 Installation of lighting Pavilion car park

Recommendation: discussion with view to proceed

14. Audit 2023-24

Recommendation: completion of Annual Governance and Accountability Return 2023-24

15. Planning Matters

Recommendation: Discuss any planning matters

16. Project Men's Shed

Recommendation: receive an update

17. Neighbourhood Plan

Recommendation: Receive an update

18. CPC Business Plan

Recommendation: discussion

19. HS2 Update

Recommendation: Receive an update

20. Councillor's reports and items for future Agenda:

Councillors are requested to use this opportunity to report minor matters of information (this is for matters which come up after the agenda is published) or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

21. Date of the Next Meeting

To confirm the date of the next meeting as **Thursday 27th June 2024**